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ORD CAREER DEVELOPMENT PLAN

INTRODUCTION

A career development program is being implemented in the Office of Research and Development to assist each employee in planning his career. Individuals interested in the program will formulate a career development plan that reflects his desires and needs for additional training, job experience, and career opportunities. The career development program will be flexible and will accommodate technical and managerial career goals. Such a program will provide us with a staff of professionals who are better trained, more experienced, and better prepared to advance the Agency's goals. The initiative for formulating a career development plan rests with the employee. He may seek assistance and guidance from his supervisor or other counsel in preparing his plan. In carrying out his plan the employee will be aided by others, but the success of his plan and his career will depend largely on his ability, initiative, performance, and achievements.

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GUIDELINES FOR PREPARATION OF CAREER DEVELOPMENT PLAN

1. A career service plan for professional career planning and guidance shall be prepared for each ORD employee as soon as practicable after the employee has been in ORD one year (preferably before fifteen months after EOD date).

2. The plan shall be prepared by the ORD employee, with assistance from his division chief. The plan should reflect largely the desires of the employee but be moderated by the judgment of the supervisor.

3. The career service plan shall be reviewed by the Career Service Board.

4. The career service plan shall be filed with the employee's personnel file in ORD.

5. The plan shall be updated annually, concurrent with the preparation of the employee's fitness report.

6. The plan may be as detailed or as brief as the employee and division chief desire.

7. It is suggested, but not mandatory, that the plan include definite statements about the following:

a. The career goals of the employee. It is suggested that these career goals be stated separately as one-year goals, three-year goals, ten-year goals, and lifetime goals. If known, it should be stated whether the employee wants to follow a management or technical route.

b. Training and education proposed, both within the Agency and without, both formal and informal, both training with an instructor and self-education, and technical as well as non-technical.

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c. Work experiences needed to achieve the goals, both in the present assignment (division) and, if appropriate, in other assignments. Attempt to specify the division, office, or directorate in which the work experiences could be obtained; state the types of work experiences desired.

d. A suggested rotation schedule or sequence, if rotation is considered of value in the particular case.

e. The employee's present technical capabilities and those additional technical capabilities he desires in the future; his present management capabilities and his future desired capabilities should also be shown.

9. Technical papers and presentations within the office, directorate, and Agency and outside the Agency may be considered important. The employee's views, desires, and intentions in this area should be stated.

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